

COUNSELOR EDUCATION
ADVISORY COUNCIL MEETING MINUTES
April 30, 2012
4:15 p.m.

Present: Paul Baird, Chair; Paula Hailey, Sandra Loew, Deirdre Nelson, Quinn Pearson, Monica Ross, Anita Roy and Karen Townsend

Welcome

Dr. Baird welcomed everyone to the meeting and thanked them for their time.

Approval of Minutes

Minutes from the December 1, 2011, Advisory Council meeting were reviewed. Dr. Pearson made a motion to approve the minutes as written. Monica Ross seconded the motion. All were in favor of approval of the minutes as written.

Discussion Topics

Dr. Baird announced the upcoming ALCA Chapter 1 Meeting that will be held in the Performance Center on the UNA campus on Friday, May 4 2012, from 8:30 a.m. to 11:30 a.m. He invited members of the Advisory Council to attend.

Dr. Baird informed the Advisory Council members that Monica Ross was recently honored at the 2012 CSI Spring Workshop as the “Outstanding Graduate Student” for 2011-2012.

Two of our Advisory Council members, Monica Ross and Caroline Jones, have been serving on the Council as student representatives. Since they are both graduates now instead of students, it is time to appoint other students to the Council and thank Monica and Caroline for their past service. Dr. Baird presented Monica with a “Certificate of Appreciation” at today’s meeting to thank her for her service on the Advisory Council. Monica graduated in December 2011 from the Counseling Program. A letter thanking Caroline Jones for her service along with a “Certificate of Appreciation” will be mailed to her after today’s meeting.

The Counselor Education admission process was discussed. Dr. Baird introduced a discussion of possible changes in the Counselor Education admission process. He distributed a handout showing the FTE faculty per FTE students over the past few years. The student FTE has been increasing while the faculty FTE has not changed. The Counselor Education Program may need to limit enrollment. Dr. Baird also handed out the current Recommendation for Admission form that is being used for applicants to the program. It was noted that there are no instructions regarding who should complete these forms. Maybe the form should be completed by only current/former supervisor or current/former instructor. Anita Roy suggested that the form specify from whom the applicant should obtain recommendations. Deirdre Nelson agreed. It was suggested that recommendations should come from employers and/or supervisors.

The Admission Interview – Assessment Rubric form that is currently being used by the faculty to evaluate applicant interview performance was reviewed. Since the Assessment Rubric was designed to evaluate only the interview, there is no place on this form for faculty to address

information gained from the Recommendation for Admission forms. Furthermore, information gained from the applicant's academic transcripts or resume (if it were required) is not addressed by the Assessment Rubric. Gaps in the work history of an applicant can be significant, but are not addressed by the current rubric. Discussion included adding elements to the rubric to evaluate resumes, transcripts, and recommendations. Most agreed that it would be good to require a resume'. Dr. Loew expressed concern that the use of transcripts and resumes in this way could lead to the problem of faculty knowing about a disability before an admission decision is made.

Deirdre Nelson suggested requiring the applicant to write something at the interview, or as part of the interviewing process. Perhaps ask applicants to share their experiences relating to people, about active employment, or during volunteering or extracurricular activities in a written essay. Also, topics might include - who inspired them, reasons for wanting to be a counselor, metaphor about counseling, or their understanding of the counseling profession. Might find essay topics in counseling workbooks or the topics might relate to elements of the assessment rubrics.

It was mentioned that sometimes applicants are lacking in social skills, and it is hard to make judgments regarding social skills based entirely on the interview. Monica Ross suggested including the area of Social Skills as an element on the Recommendation for Admission form.

A motion was made by Sandra Loew to adjourn the meeting. Deirdre Nelson seconded the motion. All were in favor. The meeting was adjourned at 5:15 p.m.

Minutes were written and transcribed by Paula Hailey, Administrative Assistant, for the Department of Counselor Education.

Note:

After the meeting Monica Ross spoke with Dr. Townsend and made an additional suggestion regarding the format of the Recommendation for Admission form. Based upon advice that had been provided by an attorney at her place of employment, she suggested that the statement regarding the waiver be edited to read as follows:

__ I hereby waive my right of access to any information contained in this recommendation.